

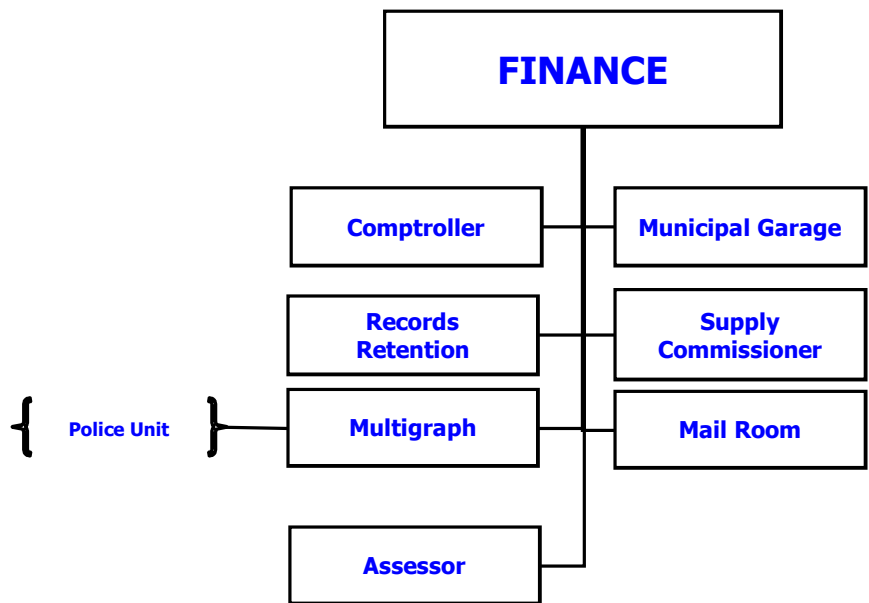
DEPARTMENTAL RESPONSIBILITIES

GOAL: EFFICIENT AND EFFECTIVE GOVERNMENT

- Ensure the effective monitoring of the City's fiscal affairs through a modern and efficient accounting, payroll, and auditing system.
- Provide for an effective and efficient system for assessing and collecting City revenues.
- Ensure a continuous and uninterrupted supply of materials, goods, services, and equipment to support City departments and agencies.

GOAL: VIBRANT AND DIVERSE ECONOMY

- Promote a favorable environment for economic development through a judicious use of TIFs and other economic incentives.



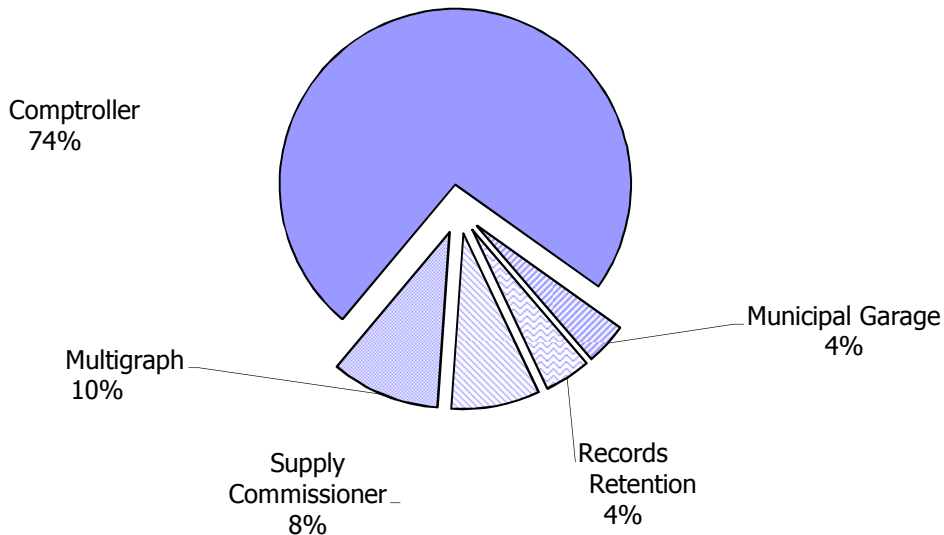
FINANCE

BUDGET BY DIVISION	ACTUAL FY14	BUDGET FY15	BUDGET FY16
160 Comptroller	\$8,530,368	\$8,215,999	\$6,581,525
162 Municipal Garage	319,750	345,418	346,552
163 Records Retention	329,116	379,743	378,163
170 Supply Commissioner	698,440	730,834	727,600
171 Multigraph	823,941	934,658	893,570
General Fund	\$10,701,615	\$10,606,652	\$8,927,410
Lateral Sewer Fund	\$59,292	\$60,176	\$61,213
Tax Increment Financings	511,221	615,704	945,329
Trustee Lease Fund	6,969,147	5,021,675	3,874,085
Mail Room Service Fund	545,104	897,908	864,941
180 Assessor	4,215,758	4,299,660	4,348,508
Grant and Other Funds	102,652	229,388	221,693
TOTAL DEPARTMENT ALL FUNDS	\$23,104,789	\$21,731,163	\$19,243,179

PERSONNEL BY DIVISION	ACTUAL FY14	BUDGET FY15	BUDGET FY16
160 Comptroller	60.9	61.5	55.4
162 Municipal Garage	6.5	6.5	6.5
163 Records Retention	7.0	7.0	7.0
170 Supply Commissioner	9.7	9.7	10.0
171 Multigraph	13.0	11.0	11.0
General Fund	97.1	95.8	89.9
172 Mail Room	7.3	8.3	8.0
180 Assessor	64.0	65.0	65.0
Grant and Other Funds	18.6	21.5	23.1
TOTAL DEPARTMENT ALL FUNDS	187.0	190.5	186.0

FINANCE

FY16 GENERAL FUND BUDGET BY DIVISION



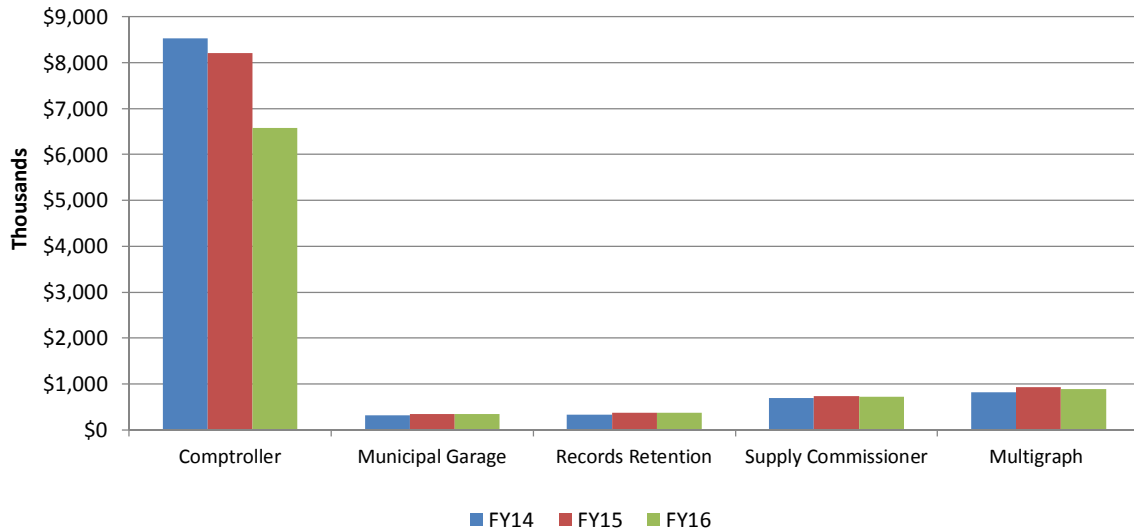
TOTAL FINANCE BUDGET \$8.9M

DIVISION HIGHLIGHTS

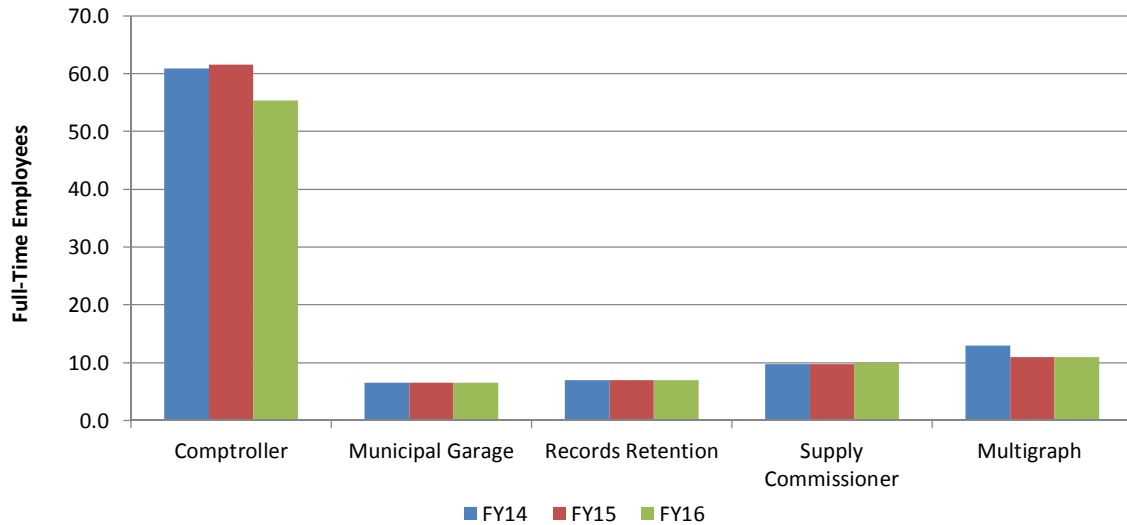
- In FY16, The Comptroller's office will finish the implementation of the City's new accounting system. The Comptroller's budget will see a \$980,000 reduction in Contractual Services as the responsibility for payment of the sewer bill has been moved to Facilities Management.
- In FY14, Supply generated \$532,412 from surplus property sales, an increase of \$175,094 over FY13.
- Beginning FY16, the Records Retention will undertake a four year project to duplicate and restore over 600 rolls of historically significant microfilm for archival purposes.
- In FY15, The Supply Commissioner implemented an office supply purchasing program that reduced greenhouse gas emissions, boosted recycled content in paper products, and reduced postage usage.

FINANCE

GENERAL FUND BUDGET HISTORY BY DIVISION



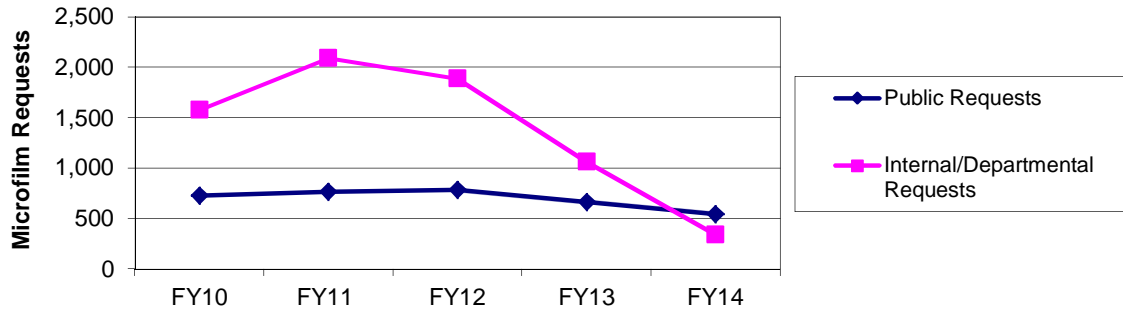
GENERAL FUND PERSONNEL HISTORY BY DIVISION



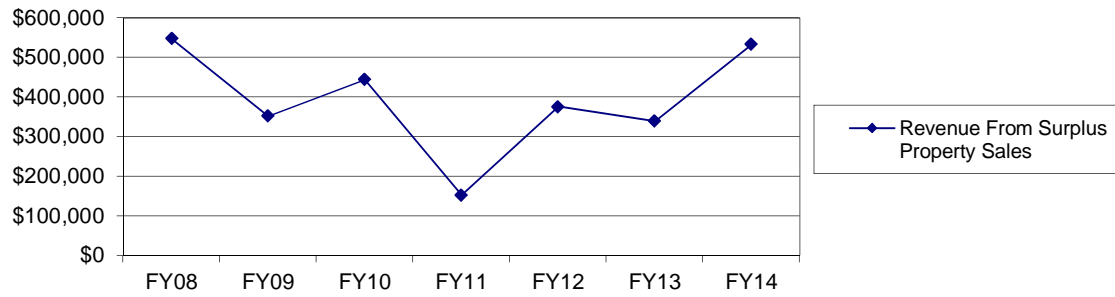
FINANCE

Selected Performance Measures

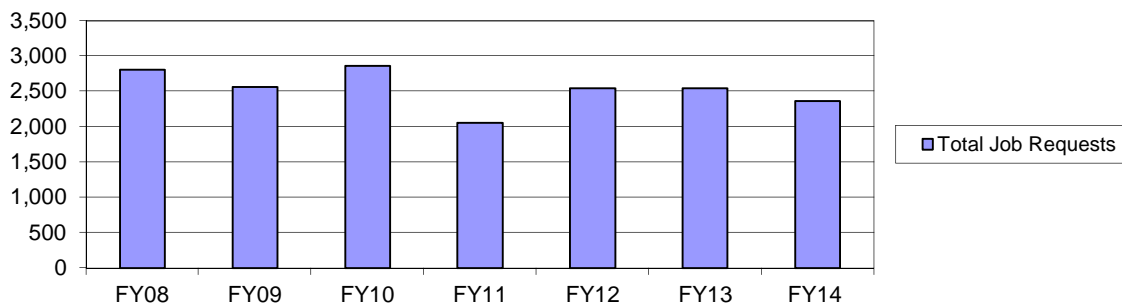
Records Retention Information Requests



Revenue From Surplus Property Sales



Multigraph Job Requests



Division: 160 Comptroller

Program: Ø

Department: Finance

Division Budget **160**

MISSION & SERVICES

The Comptroller supervises the fiscal affairs of the City. The Division is responsible for accounting, payroll, and auditing functions. The Comptroller's office manages the City's telecommunications services and oversees payment on such items as sewer bills. The Comptroller is one of three members of the Board of Estimate and Apportionment.

PROGRAM NOTES

In FY16, The Comptroller's office will finish the implementation of the City's new accounting system. The Comptroller's budget will see a \$980,000 reduction in Contractual Services as the responsibility for payment of the sewer bill has been moved to Facilities Management.

PERFORMANCE MEASURES

	Actual FY14	Estimate FY15	Goal / Est. FY16
Vouchers Processed	58,038	59,000	59,000
Government Finance Officers Assoc.			
Excellence in Financial Reporting Award	Yes	Yes	Yes

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$4,532,325	\$4,580,407	\$4,009,929
Materials and Supplies	37,372	52,095	52,750
Equipment, Lease, and Assets	79,863	92,000	95,400
Contractual and Other Services	3,880,808	3,491,497	2,423,446
Debt Service and Special Charges	0	0	0
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General Fund	\$8,530,368	\$8,215,999	\$6,581,525
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	59,292	60,176	61,213
Gateway Transportation Center	1,346,398	1,343,704	1,394,912
Tax Incremental Financings	511,221	615,704	945,329
Trustee Leases Fund	6,969,147	5,021,675	3,874,085
G.O. Bond Fund	8,683,278	6,856,307	4,823,937
Grant and Other Funds	102,652	229,388	221,693
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All Funds	\$26,202,356	\$22,342,953	\$17,902,694

FULL TIME POSITIONS

General Fund	60.9	61.5	55.4
Other Funds	18.6	21.5	23.1
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All Funds	79.5	83.0	78.5

Division: 162 Municipal Garage

Program: Ø

Department: Finance

Division Budget 162

MISSION & SERVICES

The Municipal Garage is responsible for the loaning out of City owned vehicles for official City business and maintaining vehicle title records. The Division is also responsible for the maintenance of the Municipal Garage that provides over 350 parking spaces to government employees.

PROGRAM NOTES

Beginning in FY15, The Municipal Garage has implemented a tracking board to monitor usage of City vehicles. This system allows vehicles to be rotated for increased lifespan and optimization of city and highway usage.

PERFORMANCE MEASURES

	Actual FY14	Estimate FY15	Goal / Est. FY16
Vehicles Maintained for City Use	25	25	25
Loaner Vehicles Total Trips	3,103	3,150	3,150

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$280,408	\$300,418	\$304,852
Materials and Supplies	8,618	9,900	9,900
Equipment, Lease, and Assets	1,977	1,500	1,500
Contractual and Other Services	28,747	33,600	30,300
Debt Service and Special Charges	0	0	0
General Fund	\$319,750	\$345,418	\$346,552
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$319,750	\$345,418	\$346,552

FULL TIME POSITIONS

General Fund	6.5	6.5	6.5
Other Funds	0.0	0.0	0.0
All Funds	6.5	6.5	6.5

Division: 163 Records Retention

Program: Ø

Department: Finance

Division Budget **163**

MISSION & SERVICES

Records Retention is responsible for scanning documents and maintaining and providing records in the archival library. The Division provides document reproduction and general copying services to some City departments, including the production of the City's Annual Operating Plan and accompanying budget documents. Records Retention also assists City residents and archivists with historical research.

PROGRAM NOTES

Beginning FY16, Records Retention will undertake a four year project to duplicate and restore over 600 rolls of historically significant microfilm for archival purposes.

<u>PERFORMANCE MEASURES</u>	Actual FY14	Estimate FY15	Goal / Est. FY16
Public Requests (Drop-in)	541	500	500
Internal / Departmental Requests	340	300	300

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$289,343	\$300,743	\$299,163
Materials and Supplies	9,381	10,000	10,000
Equipment, Lease, and Assets	24,428	37,000	37,000
Contractual and Other Services	5,964	32,000	32,000
Debt Service and Special Charges	0	0	0
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General Fund	\$329,116	\$379,743	\$378,163
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$329,116	\$379,743	\$378,163

FULL TIME POSITIONS

General Fund	7.0	7.0	7.0
Other Funds	0.0	0.0	0.0
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All Funds	7.0	7.0	7.0

Division: 170 Supply Commissioner

Program: Ø

Department: Finance

Division Budget **170**

MISSION & SERVICES

The purpose of the Division is to ensure a continuous supply of materials, goods, services and equipment for City agencies through competitive bids and contracts. The Division is responsible for the procurement of all supplies, equipment, and related maintenance and selected services for City agencies. The Division processes approximately 2,900 purchase orders annually and administers approximately 200 purchase contracts. Approximately 50 surplus bids are administered each year.

PROGRAM NOTES

In FY15, The Supply Commissioner implemented an office supply purchasing program that reduced greenhouse gas emissions, boosted recycled content in paper products, and reduced postage usage. In FY16, the Supply Division will work with the Sustainability Director to establish "green" contracts for the purchase of janitorial supplies and recycled content trash bags.

PERFORMANCE MEASURES

	Actual FY14	Estimate FY15	Goal / Est. FY16
Purchase Orders Processed	3,114	3,200	3,200
% Minority Business Participation	3.5%	4.0%	25.0%
Revenue From Surplus Property Sales	\$ 532,412	\$ 300,000	\$ 300,000

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$689,163	\$717,134	\$713,900
Materials and Supplies	7,403	4,000	4,000
Equipment, Lease, and Assets	671	5,500	5,500
Contractual and Other Services	1,203	4,200	4,200
Debt Service and Special Charges	0	0	0
General Fund	\$698,440	\$730,834	\$727,600
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$698,440	\$730,834	\$727,600

FULL TIME POSITIONS

General Fund	9.7	9.7	10.0
Other Funds	0.0	0.0	0.0
All Funds	9.7	9.7	10.0

Division: 171 Multigraph

Program: Ø

Department: Finance

Division Budget **171**

MISSION & SERVICES

To provide quality printing and graphic design support to all City agencies in a cost-effective and efficient manner. The Section provides various printed material such as forms, brochures, letterhead, business cards, envelopes and informational materials requested by City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

PROGRAM NOTES

In FY15, Multigraph worked to integrate SLMPD's printing capabilities and strengths into its operations.

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$620,754	\$640,890	\$651,570
Materials and Supplies	102,774	115,000	110,000
Equipment, Lease, and Assets	35,681	65,000	31,000
Contractual and Other Services	64,732	113,768	101,000
Debt Service and Special Charges	0	0	0
General Fund	\$823,941	\$934,658	\$893,570
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$823,941	\$934,658	\$893,570

FULL TIME POSITIONS

General Fund	13.0	11.0	11.0
Other Funds	0.0	0.0	0.0
All Funds	13.0	11.0	11.0

Division: 171 Multigraph

Program: 01

Department: Finance

Division Budget **171-01**

MISSION & SERVICES

To provide quality printing and graphic design support to all City agencies in a cost-effective and efficient manner. The Section provides various printed material such as forms, brochures, letterhead, business cards, envelopes and informational materials requested by City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

PROGRAM NOTES

In FY16, Multigraph will begin integrating digital printing equipment from the SLMPD into its printing operation to enhance quality and reduce costs.

PERFORMANCE MEASURES

	Actual FY14	Estimate FY15	Goal/Est. FY16
Jobs Completed	2,364	2,500	2,500
Jobs Completed On Schedule	98.0%	100.0%	100.0%

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$513,506	\$525,732	\$534,402
Materials and Supplies	102,774	115,000	110,000
Equipment, Lease, and Assets	35,681	65,000	31,000
Contractual and Other Services	64,732	113,768	101,000
Debt Service and Special Charges	0	0	0
General Fund	\$716,693	\$819,500	\$776,402
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$716,693	\$819,500	\$776,402

FULL TIME POSITIONS

General Fund	10.0	9.0	9.0
Other Funds	0.0	0.0	0.0
All Funds	10.0	9.0	9.0

Division: 171 Multigraph
Program: 02 Police Unit
Department: Finance

Division Budget **171-02**

MISSION & SERVICES

Multigraph's Police Unit will provide printing and graphic design services to support the mission of the St. Louis Metropolitan Police Department.

PROGRAM NOTES

In FY16, The Multigraph Police Unit plans to use printing technology found in Multigraph to provide cost effective printing services to SLMPD.

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$107,248	\$115,158	\$117,168
Materials and Supplies	0	0	0
Equipment, Lease, and Assets	0	0	0
Contractual and Other Services	0	0	0
Debt Service and Special Charges	0	0	0
General Fund	\$107,248	\$115,158	\$117,168
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$107,248	\$115,158	\$117,168

FULL TIME POSITIONS

General Fund	3.0	2.0	2.0
Other Funds	0.0	0.0	0.0
All Funds	3.0	2.0	2.0

Division: 172 Mail Room

Program: Ø

Department: Finance

Division Budget **172**

MISSION & SERVICES

The Mail Room strives to provide the most efficient total mail service at the maximum savings to our user departments.

The Mail Room coordinates both outgoing City mail and mail between City offices. Services provided by the Mail Room include, but are not limited to: a mail inserting service, a parcel / courier delivery service with three drive routes running twice daily delivery service to most departments, and "Rush" service.

PROGRAM NOTES

In FY15, the Mailroom began producing the Sheriff's Department fold/insert mailings for Jury questionnaires and summonses as well as assisting the Human Services Department in mailing information regarding the Affordable Health Care Act. In FY16, the department will work to reduce usage of unnecessary office supplies and increase the volume of materials recycled.

<u>PERFORMANCE MEASURES</u>	Actual FY14	Estimate FY15	Goal/Est. FY16
Total Pieces Delivered	458,132	786,576	503,945
Interdepartmental Mail	36,539	50,221	40,193

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$292,690	\$395,908	\$362,941
Materials and Supplies	5,021	14,100	14,100
Equipment, Lease, and Assets	20,533	8,000	8,000
Contractual and Other Services	226,860	479,900	479,900
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$545,104	\$897,908	\$864,941
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$545,104	\$897,908	\$864,941

FULL TIME POSITIONS

General Fund	0.0	0.0	0.0
Other Funds	7.3	8.3	8.0
All Funds	7.3	8.3	8.0

Division: 180 Assessor

Program: Ø

Department: Finance

Division Budget **180**

MISSION & SERVICES

The Assessor's mission is to assess all property to fairly reflect market value and to accurately record and provide real estate and personal property information to customers in a courteous manner. In every odd numbered year, the Assessor will assess all real property located within the City.

PROGRAM NOTES

In FY15, the Assessor cross-trained additional staff for large truck valuations and to participate in BOE and STC hearings. The Assessor's office collaborated with ITSA on a new database to enhance speed and accuracy of business valuations. The department plans to create a new database to access prior year data for customer account tracking.

PERFORMANCE MEASURES	Actual FY14	Estimate FY15	Goal / Est. FY16
Residential Real Estate Inspections	34,015	22,000	22,000
Commercial Real Estate Inspections	5,176	2,200	2,200
% Residential Structures Inspected	31.0%	20.0%	20.0%
% Commercial Structures Inspected	47.0%	20.0%	20.0%

EXPENDITURE CATEGORY	ACTUAL FY14	BUDGET FY15	BUDGET FY16
Personal Services	\$3,735,110	\$3,722,060	\$3,786,378
Materials and Supplies	37,702	31,100	31,100
Equipment, Lease, and Assets	3,639	4,000	5,000
Contractual and Other Services	439,307	542,500	526,030
Debt Service and Special Charges	0	0	0
Assessment Fund	\$4,215,758	\$4,299,660	\$4,348,508
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$4,215,758	\$4,299,660	\$4,348,508

FULL TIME POSITIONS

Other Funds	64.0	65.0	65.0
All Funds	64.0	65.0	65.0